

## **ANNUAL ATTORNEY REGISTRATION – ACTIVE ATTORNEYS**

- ✓ <u>DO NOT</u> submit a paper copy of the United States District Court Attorney Registration Form to renew your District of Utah federal bar membership.
- ✓ Your PACER and CM/ECF accounts must be NextGen ready and linked to access the CM/ECF system. Review the court's NextGen information link on the court's homepage for more information.
- ✓ You must register online using the District of Utah's CM/ECF system, which is found by clicking the E-filing (CM/ECF) link on the court's homepage.
- ✓ You will need to use the correct registration event that corresponds with your current membership status before your registration can be processed.
- ✓ If you do not know your membership status, please verify your status using the court's Attorney Directory.
- ✓ Please refer to DUCivR 83-1.2 for additional information.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

## **INSTRUCTIONS**

Step 1 After logging into to CM/ECF, click Civil in the menu bar.



NOTE: If you do not see the Civil or Criminal options, then your CM/ECF and PACER accounts are not linked. You will be unable to complete the Annual Attorney Registration unless your accounts are linked. Please review Link PACER to CM/ECF instructions, available on the court's NextGen CM/ECF webpage, to link your accounts.

Step 2 Under Attorney Events, select *Annual* Attorney Events Annual Attorney Registration Attorney Registration. Certificate of Good Standing Annual Attorney Registration Step 3 Under Available Events, select Available Events (click to select an event) Selected Event Registration for Active Attorneys and Refund Request-Duplicate Payment of Admission or Registration F ^ Registration for Active Attorneys click next. Registration for Federal Attorneys Registration for Inactive Attorneys Request to go Inactive Next Clear Step 4 DO NOT click on the case number. Annual Attorney Registration 2:21-nr-09999 Attorney Registration 2021 Click next. DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue Next Clear Annual Attorney Registration Step 5 Enter your Utah State Bar number 2:21-nr-09999 Attorney Registration 2021 and click next. Utah State Bar Number: Next Clear Annual Attorney Registration Step 6 Review the requirements for active This event is to process the annual attorney registration for Utdattorney, Three I hereby certify that: membership status. If you agree to t hereby seriny mat. I. I am Udattorney, Three, 2. I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to that address, 3. I am an active member in good standing of the Utah State Bar, those requirements, click next. 4. I have read and will comply with the current Local Rules of Practice, Utah Rules of Professional Conduct, and Utah Standards of I will accept a reasonable number of pro bono assignments in civil cases in this district,
I acknowledge that the court has mandated electronic filing and will comply accordingly you are unable to certify the above, please contact the Attorney Registration Clerk, 801-524-6100 Next Payments will be completed using PACER and Pay.gov on the screens that follow. Step 7 Review the note regarding payment After entering your payment information you will be redirected to CM/ECF to finish the event. NOTE: You will still be charged if you make the payment but do not finish the event in CM/ECF. and click Next. Next Clear Annual Attorney Registration Step 8 Note the fee amount and click Next. 2:21-nr-09999 Attorney Registration 2021 Fee: \$30 CM/ECF will temporarily route you to Next Clear

PACER to collect your payment using

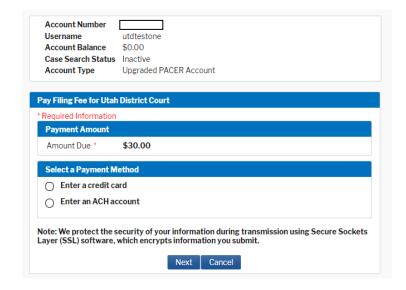
Pay.gov.

Note: You may need to login to PACER to complete the payment.



Step 9 Select the payment method (credit card or ACH) and click next.

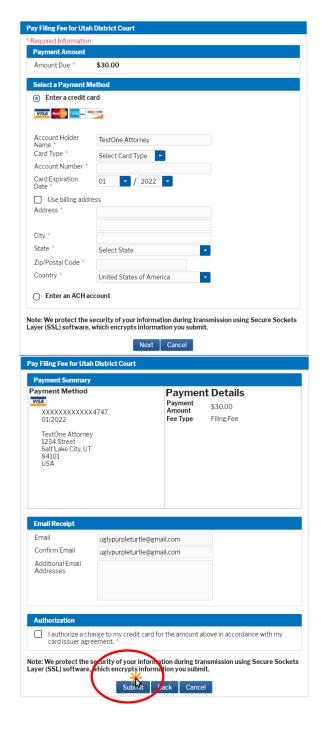
Note: After you select a payment method, the PACER screen will expand to allow you to enter in payment information.



Step 10 Enter all required payment information, check the payment authorization box, and then click submit.

After submitting your payment request, you will be routed back to CM/ECF to complete your registration.

Note: Confirm your email address is correct to receive your payment receipt. Save a copy of your payment receipt. Your receipt number is required to process any refund, if necessary.



Step 11 Note that confirmation will be emailed the next day. Click Next.

Step 12 Review the text in the yellow box to verify name, bar, number, and receipt information. Click Next.



## **Docket Text: Final Text**

ANNUAL ATTORNEY REGISTRATION for Attorney, Test (Bar Number 123456). (Annual Registration Fee \$ 30, receipt number AUTDC-123456789). (Test Attorney)

Your Annual Attorney Registration is complete and will be processed by the court. You will receive notification that your registration was successfully processed or rejected.

Step 13 Confirm your contact information, including email address, is current in PACER.

Please review the Update Contact Information instructions, available on the court's website, to complete this step. Updating your contact information in PACER will not notify case participants of any changes to your contact information in your active cases. You will need to file a Notice of Change of Address.